



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

December 20, 2012

To: Audit Committee

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "WTF", written over a horizontal line.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **BOARD POLICY SUNSET REVIEW: OVERTIME POLICY (POLICY NO. 9.070)**

This is in response to the Board of Supervisors Executive Office' request that this office review Board Policy No. 9.070 – Overtime Policy, attached, and make any recommendations for continued use, revision, or deletion.

At this time, there are no changes to the overtime policy but we recommend the sunset review date be extended to April 1, 2017.

If you have any questions, please contact me or Matthew McGloin of the Chief Executive Office at (213) 974-1694.

WTF:SK:JW  
MM:YR:alc

Attachment

c: Executive Office, Board of Supervisors

Board Policy Sunset Review No. 9.070)

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only***



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.070	Overtime Policy	04/01/97

## PURPOSE

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Provides County departments with the quarterly overtime approval procedures.

## REFERENCE

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April 9, 1996 Board Order, Synopsis 14

April 25, 1996, Chief Administrative Officer memo to Each Supervisor on "County Overtime Policy and Procedures"

County Code Section 6.15.040

May 24, 2005, Chief Administrative Officer Memo to All Department/District Heads, "Overtime Authorization Policy and Procedures – Modification to Authorization Form"

July 17, 2006, Chief Administrative Officer Memo to All Department Heads, "Overtime Authorization Policy and Procedures – Second Modification to Authorization Form"

## POLICY

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Department Heads will comply with the overtime authorization requirements as mandated by County Code Section 6.15.040, and as specified by the April 25, 1996 Chief Administrative Officer memo to Each Supervisor on "County Overtime Policy and Procedures."

Except in the case of a major emergency, all overtime must be authorized by the Chief Executive Officer (CEO) in advance of the overtime being worked, and must not exceed the overtime amount financed in the budget. In major emergencies, overtime must be approved by the department head in advance of the overtime being worked, with subsequent notification provided to the CEO within two weeks of the time the overtime is worked. Departments are to submit quarterly requests for overtime authorization to the CEO at least five business days before the beginning of the quarter in which the overtime is to be worked. Departments are to submit overtime authorization forms in the format specified by the May 24, 2005 Chief Administrative Officer memo to All Department/District Heads on "Overtime Authorization Policy and Procedures – Modification to Authorization Form" and the July 17, 2006 Chief Administrative Officer memo to All Department Heads on "Overtime Authorization Policy and Procedures –

**RESPONSIBLE DEPARTMENT**

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Chief Executive Officer

**DATE ISSUED/SUNSET DATE**

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**Issue Date: April 1, 1997**  
**Review Date: October 18, 2001**  
**Review Date: June 15, 2005**  
**Review Date: April 16, 2009**

**Sunset Review Date: April 1, 2001**  
**Sunset Review Date: April 1, 2005**  
**Sunset Review Date: April 1, 2009**  
**Sunset Review Date: April 1, 2013**